

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 7, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, February 7, 2001, from 10:00 a.m. until 11:30 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health following the distributed agenda. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to discuss revised language for Section 1.8.1 and other business.*

APPROVAL OF MINUTES

The minutes of the committee's previous meeting (1/24/01) were approved as amended.

REVISED LANGUAGE FOR SECTION 1.8.1

Mr. Burton led the discussion of the February 1, 2001 version of the proposed revision, noting general changes from "Fields of Testing" to "Fields of Accreditation; examples of a PBMS approach and other suggestions from committee members. It was noted that Figure 1-3 also addresses the accreditation hierarchy; following discussion, it was the committee's consensus to propose deletion of this figure.

The committee then began detailed discussion of the proposed wording, closely examining each paragraph for its relation to the rest of the NELAC Standard and the intended and implied meanings. There was extensive discussion of the terms and implications of the terms "technology," "matrix," "method," and "analyte/analyte group". Due to lack of time, this will be completed in a subsequent meeting. Revised wording was captured and will be distributed to committee members in preparation for the next meeting.

OTHER BUSINESS

Discussion of data integrity was postponed for a subsequent meeting when draft wording will be supplied. Due to lack of time, no other business was discussed.

NEXT MEETING

The next meeting of this committee has been rescheduled for February 28, 2001 at 11:00 a.m. EST.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Ken Jackson will draft Table 1-1 (list of representative technologies) for discussion at next meeting.	2/26/01
2.	Art Burton will draft language on data integrity issue.	Ongoing
3.	Ken Jackson will draft list of equivalent methods.	Ongoing

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PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
FEBRUARY 7, 2001**

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